What is an Attachment?

Email is one of the quickest ways of sharing information with others. Learning to create, send, and open an **email attachment** is the next step to becoming an email pro.

Using your email client's **attachment** feature, you can attach and send different **file types** along with your email messages. When sending an email attachment, your email program changes (encodes) your **file** so it can be sent across the Internet.
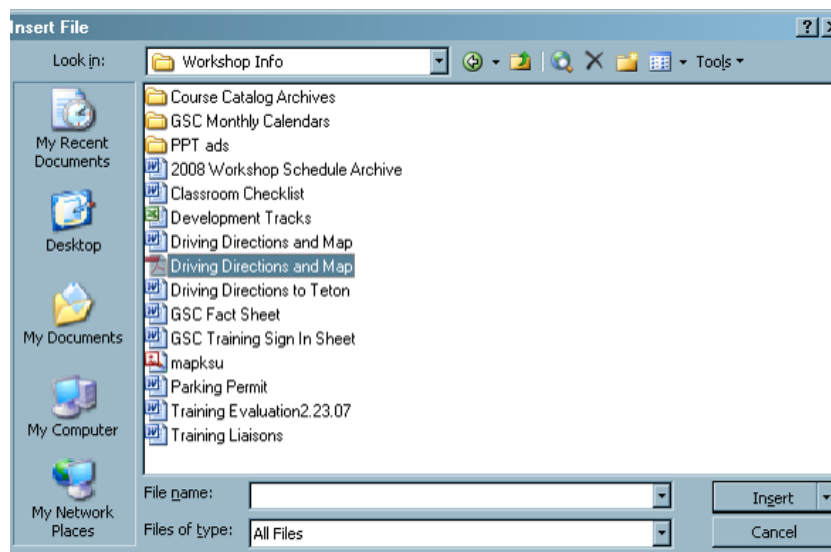
To send an email attachment:

Enter a message into an email message window.

Click the **Attachment** button.

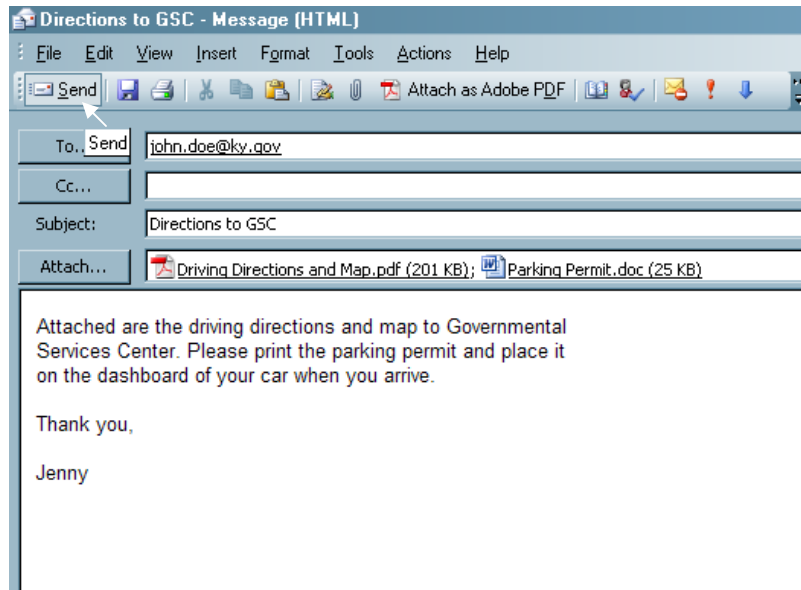A dialog box opens. **Browse** until you locate the file you want to attach.

Select the file by double left-clicking.

Click **Insert**.

The dialog box closes. Look for the file icon or name in your email client's attachment area. The file should be attached.

Click **Send**.

Opening Email Attachments

To open an email attachment:
1. Check your email.
2. Double left-click a **message** to open a new message. Read the message.
3. Double left-click the **email attachment header** to open the file.

Open with Caution

Viruses are often transmitted through email attachments. Therefore, when opening email attachments, do the following to **safeguard your computer**.

Don't open email attachments that come from a suspicious source or from people you don't know.

Don't open email attachments if the subject lines seems strange (misspelled words, puns, etc.) or is unexpected.

Don't open email attachments unless you know what it is, even if it appears to come from a friend.